

Facsimile Signature Declaration for Real and Personal Property Statements

Issued under Public Act 267 of 2002. Filing is voluntary.

INSTRUCTIONS: Michigan Compiled Law 211.19 allows the use of a facsimile signature on a Real Property Statement and on a Personal Property Statement (Form 632 - L-4175). An individual desiring to use a facsimile signature on a Real or Personal Property Statement must first properly complete this form and submit it to the Property Tax Division of the Michigan Department of Treasury. After this form has been properly completed and received by the Property Tax Division, the individual submitting this form may use the facsimile signature contained on this form in lieu of his or her actual signature on Real or Personal Property Statements (filed non-electronically), until the expiration date for the facsimile signature. **The expiration date for use of the facsimile signature will be one year from the date a properly completed Form 3980 is reviewed by the Property Tax Division.** A facsimile signature is a copy or reproduction of an original signature.

The State Tax Commission has adopted a procedure for acceptance of facsimile signatures by local tax collecting units. This procedure is provided on the reverse side of this form. The user of this form is strongly urged to read this procedure before completing this form.

Facsimile Signature

Place the Facsimile Signature below (Do not place an actual signature here)

Declaration

State of _____		County _____	
ss			
<p>I, _____, being duly sworn, depose and say that each Real Property Statement containing the facsimile signature printed above is a true and complete statement of all real property owned by me in the assessing district for which the statement is made on the date of the statement. I further depose and say that each Personal Property Statement containing this facsimile signature is a true and correct statement of all tangible personal property owned or held by _____ in the assessing district for which the statement is made on the 31st day of December immediately preceding the year of the personal property statement.</p> <p>Must be signed by owner, partner, or corporate officer or a duly authorized agent.</p>			
Signed (actual signature)		Title	
Company Name		Company Address	
City	State	Zip Code	Telephone Number

Required Notarization

Subscribed and sworn to before me this _____ day of _____, _____.	
Signature of Notary Public	My Commission Expires

For Property Tax Division Use Only

Date of Review by PTD	PTD Review Code
<input type="checkbox"/> Properly Completed <input type="checkbox"/> Not Properly Completed	Facsimile Signature Expiration Date

Mail the ORIGINAL declaration to:
Property Tax Division
P.O. Box 30471
Lansing, MI 48909-7971

If you have any questions, contact the Michigan Department of Treasury Property Tax Division at (517) 373-0500.

STATE TAX COMMISSION FACSIMILE SIGNATURE POLICY

"1. An individual desiring to use a facsimile signature on a Real or Personal Property Statement shall first properly complete Form 3980, *Facsimile Signature Declaration for Real and Personal Property Statements*, and submit this form to the Property Tax Division of the Michigan Department of Treasury. This form is hereby incorporated as part of the State Tax Commission procedure for acceptance of electronic and facsimile signatures by local tax collecting units. Form 3980 will not be treated as confidential information.

2. It shall be the responsibility of the individual submitting this form to verify that the form was properly completed and has been received by the Property Tax Division. The Property Tax Division will be the sole authority whether a Form 3980 has been properly completed. A copy of the Form 3980 containing the Property Tax Division's review determination can be obtained upon request to document the Property Tax Division's acceptance of the form as having been properly completed (if properly completed).

3. After the form has been properly completed by the individual submitting the form and has been received by the Property Tax Division, the individual may use this facsimile signature in lieu of his or her actual signature on Real and Personal Property Statements which are not filed electronically, until the expiration date for the facsimile signature. The expiration date for use of the facsimile signature will be one year from the date a properly completed Form 3980 is reviewed by the Property Tax Division.

4. Local tax collecting units shall accept a facsimile signature (prior to the expiration date of the facsimile signature) for which a properly completed Form 3980 has been received by the Property Tax Division. In such cases, the facsimile signature shall be accepted in place of an actual signature on a Real or Personal Property Statement which has been filed non-electronically.

Properly completed Forms 3980 filed by February 1 will be processed by the Property Tax Division by February 15 (five days before the statutory filing deadline for Personal Property Statements). Even if properly completed Forms 3980 are received after February 1, every attempt will be made to process them by February 20. However, these forms will be processed on a first-come-first-served basis with no guarantee of processing prior to February 20." (Emphasis added.)